



**COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH**

**LESBIAN, GAY, BISEXUAL, TRANSGENDER,  
QUESTIONING, INTERSEX AND 2-SPIRIT  
(LGBTQI2-S)  
TRANSITION AGE YOUTH  
PREVENTION SERVICES**

**REQUEST FOR SERVICES  
BID NO. DMH072516B1**

**ISSUED UNDER THE DEPARTMENT OF MENTAL HEALTH  
MASTER AGREEMENT FOR MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION PLAN**

**JULY 25, 2016**

**Prepared By  
County of Los Angeles – Department of Mental Health  
Contracts Development and Administration Division**

## TABLE OF CONTENTS

**LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUESTIONING, INTERSEX AND 2-SPIRIT  
TRANSITION AGE YOUTH PREVENTION SERVICES  
REQUEST FOR SERVICES BID NO. DMH072516B1**

<b>SECTION</b>	<b>PAGE</b>
<b>PART A – INTRODUCTION</b>	
1.0 Request for Services Timeline.....	1
2.0 Purpose.....	2
3.0 Background.....	2
4.0 Minimum Mandatory Requirements to Qualify as a Proposer .....	3
5.0 Funding .....	5
6.0 Statement of Work .....	6
7.0 County’s Quality Assurance / Performance Standards and Outcome Measures.....	6
<b>PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES</b>	
1.0 Overview of Proposer’s Procedures.....	7
2.0 County Rights and Responsibilities.....	7
3.0 Department Option to Reject Proposal Packages .....	8
4.0 Contact with County Personnel.....	8
5.0 Truth and Accuracy of Representations .....	8
6.0 Mandatory Proposers’ Conference.....	8
7.0 Proposers’ Questions .....	9
8.0 Mandatory Letter of Intent .....	9
9.0 Submission of Proposal Packages.....	10
10.0 Proposal Package Formatting Requirements.....	12
11.0 Proposal Package Content.....	14
12.0 Protest Policy Review Process.....	20
13.0 Solicitation Requirements Review .....	21
<b>PART C – SELECTION PROCESS AND EVALUATION CRITERIA</b>	
1.0 Selection Process .....	23
2.0 Adherence to Mandatory Minimum Requirements (Pass/Fail) .....	23
3.0 Adherence to Format (Pass/Fail) .....	23
4.0 Proposal Packages and Evaluation Criteria .....	24
5.0 Exceptions to Terms and Conditions of Sample Consultant Services Agreement and/or Requirements of the Statement of Work.....	26
6.0 Notification of Award of Consultant Services Agreement/Final Contract Award by the Board of Supervisors.....	26
7.0 Disqualification Review .....	27
8.0 Department’s Proposed Contractor Selection Review .....	27
9.0 County Independent Review Process .....	29
10.0 Notice To Proposers Regarding the Public Records Act.....	30

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**TABLE OF CONTENTS**

---

**EXHIBITS**

Exhibit A:	Statement of Work
Exhibit B:	Mandatory Letter of Intent
Exhibit C:	Executive Summary
Exhibit D:	Proposal Package Narrative for LGBTQI2-S TAY Prevention Services
Exhibit E:	Budget Instructions and Form
Exhibit F:	Sample Consultant Services Agreement
Exhibit G:	Transmittal Form to Request a RFS Solicitation Requirements Review
Exhibit H:	Prospective Contractor List of Contracts
Exhibit I:	Prospective Contractor List of Terminated Contracts
Exhibit J:	Proposer's Organization Questionnaire – Affidavit

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

**MENTAL HEALTH SERVICE AREAS**

**C O M M U N I T I E S / C I T I E S**

<b>SERVICE AREA 1</b>	<b>Lancaster, Palmdale</b>
<b>SERVICE AREA 2</b>	<b>Agoura Hills, Burbank, Calabasas, Glendale, Hidden Hills, L. A. (Part), La Cañada-Flintridge, San Fernando, Santa Clarita, Westlake Village</b>
<b>SERVICE AREA 3</b>	<b>Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, San Marino, Sierra Madre, South El Monte, South Pasadena, Temple City, Walnut, West Covina</b>
<b>SERVICE AREA 4</b>	<b>L.A. (Part), West Hollywood</b>
<b>SERVICE AREA 5</b>	<b>Beverly Hills, Calabasas, Culver City, L.A. (Part), Malibu, Santa Monica</b>
<b>SERVICE AREA 6</b>	<b>Compton, L.A. (Part), Lynwood, Paramount</b>
<b>SERVICE AREA 7</b>	<b>Artesia, Bell, Bell Gardens, Bellflower, Cerritos, Commerce, Cudahy, Downey, Hawaiian Gardens, Huntington Park, L. A. (Part), La Habra Heights, La Mirada, Lakewood, Maywood, Montebello, Norwalk, Pico Rivera, Santa Fe Springs, South Gate, Vernon, Whittier</b>
<b>SERVICE AREA 8</b>	<b>Avalon, Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, L. A. (Part), Lawndale, Long Beach, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Signal Hill, Torrance</b>



## COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH MENTAL HEALTH SERVICE AREAS



The Department of Mental Health divides  
the County into eight Service Areas

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**PART A – INTRODUCTION**

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**1.0 REQUEST FOR SERVICES TIMELINE**

The following timeline represents the Los Angeles County - Department of Mental Health's (LAC-DMH or Department) best estimate of the schedule that shall be followed for this Request for Services (RFS). LAC-DMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Release of RFS Solicitation ..... July 25, 2016

Transmittal Form to Request a RFS Solicitation

Requirements Review (Exhibit G) Due ..... August 8, 2016

Mandatory Proposers' Conference ..... August 16, 2016

Mandatory Letter of Intent (Exhibit B) ..... August 23, 2016

Release of Proposers' Conference Transcripts ..... August 25, 2016

Proposal Packages Due\* ..... August 31, 2016

**DEADLINE**

**\*PROPOSAL PACKAGE SUBMISSIONS ARE DUE AT**

**550 S. VERMONT AVE. LOS ANGELES, CA 90020**

**5<sup>TH</sup> FLOOR, ROOM 500**

**CONTRACTS DEVELOPMENT & ADMINISTRATION DIVISION**

**AT OR BEFORE 12:00 NOON, PACIFIC STANDARD TIME (P.S.T.) ON**

**WEDNESDAY, AUGUST 31, 2016**

**NO EXCEPTIONS**

Proposers who intend to submit a Proposal Package in person must allow sufficient time to find parking, go through our security process on the first floor (show proper identification and obtain a visitor's pass) and take the elevator to the 5<sup>th</sup> floor, Room 500. Any mail/delivery services to LAC-DMH's mailroom may not be received at the due date. It is the Proposer's responsibility to ensure that your Proposal Package is submitted at or before 12:00 noon, P.S.T. on Wednesday, August 31, 2016 to the LAC-DMH, 5<sup>th</sup> Floor, Room 500 Contracts Development and Administration Division. There will be **NO EXCEPTIONS**.

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**PART A – INTRODUCTION**

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**2.0 PURPOSE**

The LAC-DMH is issuing this RFS to solicit proposals from qualified Proposers listed on the LAC-DMH's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Master Agreement list. Through this RFS, LAC-DMH seeks to establish four (4) Consultant Services Agreements with qualified Proposers that can provide prevention services (trainings, support groups, community engagement and mental health care) to Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, and 2-Spirit (LGBTQI2-S) for Transition Age Youth (TAY), ages 16-25.

The goal of the LGBTQI2-S TAY RFS is to increase recognition of early signs of mental illness, increase community awareness, and increase access to community-based programs for LGBTQI2-S TAY consumers and their families and/or caregivers. This will be accomplished through the development and implementation of a LGBTQI2-S TAY Toolkit. The purpose of this Toolkit is to support mental health providers and community-based organizations in developing the capacity to increase access for and effectively serve LGBTQI2-S TAY.

The Consultant Services Agreements are funded under the MHSA PEI Plan for a term of three (3) years, which includes Fiscal Years (FYs) 2016-17, 2017-18, and 2018-19. Renewals and/or extensions will be based upon the sole discretion of LAC-DMH.

A total of four (4) Consultant Services Agreements will be awarded. One Consultant Services Agreement will be awarded for each of the paired Service Areas (SAs) listed below that have been pre-determined:

- SAs 1 (Antelope Valley) and 2 (San Fernando Valley)
- SAs 3 (San Gabriel Valley) and 7 (East LA)
- SAs 4 (Metro) and 6 (South LA)
- SAs 5 (West LA) and 8 (South Bay/Harbor)

**Proposers must have a minimum of one (1) existing Service Delivery Site located in at least one (1) of the pre-determined SAs. Proposers may submit more than one (1) Proposal. Proposals that do not adhere to the pre-determined SAs listed above and Service Delivery Site requirements will NOT be evaluated.**

**3.0 BACKGROUND**

The MHSA was adopted by the California electorate on November 2, 2004. MHSA created a new permanent revenue source administered by the California State Department of Health Care Services (DHCS), for the transformation and delivery of mental health services provided by State and County agencies and requires the development of integrated plans for prevention and early intervention, innovation, workforce education and training, community services and support, and capital facilities.

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**PART A – INTRODUCTION**

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On August 27, 2009, the Mental Health Services Oversight and Accountability Commission (MHSOAC) approved the MHSA PEI Plan for the Los Angeles County: [http://file.lacounty.gov/dmh/cms1\\_159376.pdf](http://file.lacounty.gov/dmh/cms1_159376.pdf). The PEI Plan focuses on evidence-based services, education, support, and outreach to help inform and identify those who may be affected by mental health issues. Prevention in mental health involves reducing risk factors or stressors, building protective factors and skills, and increasing support. Prevention promotes positive cognitive, social, and emotional development and encourages a state of well-being that allows the individual to function well in the face of changing and sometimes challenging circumstances.

The Ad Hoc Steering Committees for the MHSA PEI Plan suggested that there is a need for more integrated services for the LGBTQI2-S population and training of the workforce on the unique issues of stigma and discrimination faced by this population. LGBTQI2-S youth are at-risk for poor outcomes (involvement in the legal system, hospitalization, homelessness) due to stigma and rejection. It is critical that LGBTQI2-S youth develop healthy identities and self-empowerment. Negative outcomes may be reduced with education on issues affecting LGBTQI2-S youth and support from the community and caregivers.

**4.0 MINIMUM MANDATORY REQUIREMENTS TO QUALIFY AS A PROPOSER**

Proposer must meet the following Minimum Mandatory Requirements to be eligible for the LGBTQI2-S TAY Prevention Services RFS Bid No. DMH072516B1. Any Proposal Package submitted that fails to demonstrate that the Proposer meets the Minimum Mandatory Requirements shall be considered non-responsive and the Proposal Package may be rejected, at the County's sole discretion.

- 4.1 Proposer must be qualified as a Contractor on the LAC-DMH MHSA Master Agreement List and must have expressed interest in the category "PEI," and indicated interest in the target age group for "TAY (ages 16-25)" prior to the release of this RFS (**Monday, July 25, 2016**).
- 4.2 Proposers must attend the Mandatory Proposers' Conference on **Tuesday, August 16, 2016** as referenced in the RFS, Part B (Instructions for Submitting Proposal Packages), Section 6.0.
- 4.3 Proposers must submit a Mandatory Letter of Intent by **Tuesday, August 23, 2016** as referenced in the RFS, Part B (Instructions for Submitting Proposal Packages), Section 8.0.
- 4.4 Proposers must comply with the RFS format and requirements set forth in the RFS, Part B (Instructions for Submitting Proposal Packages) when submitting a Proposal Package.



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**PART A – INTRODUCTION**

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- 4.5 Proposers must submit three (3) signed letters of reference, including references from contracts or business arrangements where a substantially similar scope of LGBTQI2-S TAY prevention services (trainings, support groups, community engagement, and mental health care) were provided over three (3) years within the last five (5) years to TAY (16-25 years of age) as described in Exhibit A, Statement of Work (SOW). **LAC-DMH shall not be used as a reference. Attach Reference Letters as Exhibit I.**
- 4.6 Proposers must have a minimum of three (3) years experiences within the last five (5) years providing prevention services (trainings, support groups, community engagement, and mental health care) to LGBTQI2-S TAY (16-25 years of age). **LAC-DMH will not authorize any subcontracting for any service delivery component of this RFS.**
- 4.7 Proposers must currently be providing LGBTQI2-S specific services that include **ALL** of the following:
- 4.7.1 Trauma-Informed Services as defined by applying relevant Evidence Based Treatments (EBTs) to this population, including those authorized as part of the MHSA PEI Plan and those that focus on Co-occurring disorders, Post-Traumatic Stress Disorder (PTSD), Anxiety, and Depression.
- 4.7.2 Substance Use Prevention Services as defined by individual, group, and/or linkage/referral services for TAY.
- 4.7.3 Stigma and Discrimination Prevention as defined by services and programs offered to TAY and the community to remove barriers to access for mental health treatment.
- 4.7.4 Peer and Family Support Groups as defined by psycho-education, empowerment, and emotional support to TAY and their Families/Caregivers.
- 4.7.5 Outreach and Engagement as defined by community presentations and relevant informational materials (brochures, posters, flyers) on anti-stigma and discrimination, bullying prevention, suicide prevention, substance use prevention, intimate partner violence prevention, other key concerns, and/or hard-to-reach TAY.
- 4.8 Proposers must have a minimum of one (1) existing Service Delivery Site located in at least one (1) of the pre-determined paired SAs listed below:
- SAs 1 (Antelope Valley) and 2 (San Fernando Valley)
  - SAs 3 (San Gabriel Valley) and 7 (East LA)
  - SAs 4 (Metro) and 6 (South LA)
  - SAs 5 (West LA) and 8 (South Bay/Harbor)
- Attach verification of Service Delivery Site location such as current lease agreement as Exhibit II.**

**PART A – INTRODUCTION**

- 4.9 Proposers must have any other existing funding(s) (non-DMH funding) to serve TAY (16-25 years of age). **Attach verification of other existing (non-DMH) funding(s) as Exhibit III.**
- 4.10 Proposers must have at least three (3) years experiences within the last five (5) years coordinating and implementing trainings and conferences with a minimum of forty (40) attendees. **Attach verification of meeting agendas and sign-in sheets as Exhibit IV.**

**5.0 FUNDING**

The Consultant Services Agreements will be funded under the PEI component of the MHSA for FYs 2016-17, 2017-18, and 2018-19.

Proposers submitting a Proposal Package shall submit a proposed annual budget consistent with the optimal size of the proposed program. The budget shall not be greater than the total allocation for each fiscal year. Training design, acquisition, and development shall be budgeted for completion during each contracted year.

The total maximum funding for all four (4) Consultant Services Agreements is \$3,546,000 for FYs 2016-17, 2017-18, and 2018-19; annual disbursement is reflected below:

<b>TOTAL ANNUAL MAXIMUM ALLOCATION FOR FOUR (4) CONSULTANT SERVICES AGREEMENTS Per Pre-determined Pairing of SAs</b>				
<b>Fiscal Year</b>	<b>SA 1 (Antelope Valley) and SA 2 (San Fernando Valley)</b>	<b>SA 3 (San Gabriel Valley) and SA 7 (East LA)</b>	<b>SA 4 (Metro) and SA 6 (South LA)</b>	<b>SA 5 (West LA) and SA 8 (South Bay/Harbor)</b>
2016-17	\$295,500	\$295,500	\$295,500	\$295,500
2017-18	\$295,500	\$295,500	\$295,500	\$295,500
2018-19	\$295,500	\$295,500	\$295,500	\$295,500
<b>Total</b>	<b>\$886,500</b>	<b>\$886,500</b>	<b>\$886,500</b>	<b>\$886,500</b>

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**PART A – INTRODUCTION**

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**6.0 STATEMENT OF WORK**

The scope of services is described in Exhibit A – Statement of Work (SOW) for the RFS Bid No. DMH072516B1 – LGBTQI2-S TAY Prevention Services and any addenda thereto, will be incorporated into and form a part of the resulting Consultant Services Agreement (Exhibit F).

**7.0 COUNTY’S QUALITY ASSURANCE PLAN/PERFORMANCE STANDARDS AND OUTCOME MEASURES**

- 7.1 Once a Consultant Services Agreement has been awarded, the County and/or its agent(s) will evaluate the Contractor’s performance on an annual basis, to ensure compliance with all terms and conditions as set forth in the Consultant Services Agreement, including any subsequent Amendment(s). If the County determines the Contractor’s deficiencies are severe or continuing, and may place the performance of this Consultant Services Agreement in jeopardy if not corrected, it may be reported to the County’s Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistently with the corrective action measures, the County may terminate the Consultant Services Agreement or take other action as specified in the Consultant Services Agreement. Termination may be made pursuant to LAC-DMH’s Consultant Services Agreement, Paragraph 32 - Termination for Default.
- 7.2 Contractor shall comply with all applicable Federal, State, and County policies and procedures relating to performance standards and outcome measures. This is applicable whenever specific Federal or State funding, which has policies or procedures for performance standards and/or outcome measures, has been included as part of the contract and shall apply for all County policies, procedures, or departmental bulletins approved by LAC-DMH for performance standards and/or outcome measures. LAC-DMH will notify Contractor whenever County policies or procedures are to apply to the Consultant Services Agreement at least, where feasible, thirty (30) days prior to implementation. These Federal, State or County performance standards and/or outcome measures will be used as part of the determination of the effectiveness of the services delivered by Contractor.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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**1.0 OVERVIEW OF PROPOSER'S PROCEDURES**

- 1.1 The material below contains instructions and rules to be followed by Proposers responding to this RFS. Incorporated are requirements that each Proposer must satisfy, which include, but are not limited to, the format in which the Proposal Package Narrative for LGBTQI2-S TAY Prevention Services (Exhibit D) is to be submitted and the procedures for submitting the Proposal Packages.
- 1.2 All Proposal Packages shall include the items and information referenced in Part B - Instructions for Submitting Proposal Packages, Section 9.0 (Submission of Proposal Packages) of this RFS.
- 1.3 The Proposal Package shall be used to determine the Proposer's capability of rendering the services to be provided. The Proposal Package must be specific and complete. Failure of a Proposer to fully comply with the instructions in Part B of this RFS may eliminate its Proposal Package from further evaluation as determined at the sole discretion of the County.
- 1.4 The County reserves the sole right to evaluate the contents of Proposal Packages submitted in response to this RFS and to select a successful Proposer.

**2.0 COUNTY RIGHTS AND RESPONSIBILITIES**

- 2.1 The County is not responsible for representations made by any of its officers or employees prior to the execution of the Consultant Services Agreement, unless such understanding, representation, or addenda are included in this RFS.
- 2.2 The County has the right to amend the RFS by written addenda. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which the County's records indicate has received this RFS. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal Package not being considered, as determined at the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.
- 2.3 Proposers are hereby advised that this RFS is an informal solicitation for proposals only, and is not intended, and is not to be construed as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance,

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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rule, or regulations. The County may, at its sole discretion, reject any and or all Proposal Packages submitted in response to this RFS or may, in its sole discretion, reject all Proposal Packages and cancel the RFS in its entirety.

**3.0 DEPARTMENT OPTION TO REJECT PROPOSAL PACKAGES**

The Acting Director of the LAC-DMH, at her sole discretion, may reject any or all Proposal Packages submitted in response to this solicitation. LAC-DMH shall not be liable for any cost incurred by a Proposer in connection with preparation and submittal of any Proposal Package.

**4.0 CONTACT WITH COUNTY PERSONNEL**

All contact regarding this RFS or any matter relating thereto must be in writing and may be mailed as follows:

Raymond Chow, Administrative Services Manager III  
Contracts Development and Administration Division  
County of Los Angeles – Department of Mental Health  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020

If it is discovered that Proposer contacted and received information from any County personnel other than the person specified above regarding this solicitation, County, in its sole determination, may disqualify their Proposal Package from further consideration.

**5.0 TRUTH AND ACCURACY OF REPRESENTATIONS**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Proposal Package shall be sufficient cause for rejection of the Proposal Package. The evaluation and determination in this area shall be at the Acting Director's sole judgment and her judgment shall be final.

**6.0 MANDATORY PROPOSERS' CONFERENCE**

A **MANDATORY** Proposers' Conference will be held to discuss the RFS Bid No. DMH072516B1 - LGBTQI2-S TAY Prevention Services. County staff will respond to questions from potential Proposers. **It is mandatory that all potential Proposers attend this conference or Proposal Packages will be rejected as non-responsive (disqualified) and eliminated from further consideration.**

**The Mandatory Proposers' Conference will begin promptly at 9:30 a.m. P.S.T. and there will be sign-in sheets to document attendance.**

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PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES

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**The Mandatory Proposers' Conference will be held on:****TUESDAY, AUGUST 16, 2016****ST. ANNE'S CONFERENCE CENTER****155 N. Occidental Blvd., Los Angeles, CA 90026****REGISTRATION STARTS AT 8:30 A.M., P.S.T****CONFERENCE WILL BEGIN PROMPTLY AT 9:30 A.M., P.S.T.**

**Proposers who fail to sign-in WILL NOT be eligible to submit a Proposal Package.  
Please bring your copy of the RFS to the Mandatory Proposers' Conference.**

**7.0 PROPOSERS' QUESTIONS**

- 7.1 Proposers may verbally ask questions at the Mandatory Proposers' Conference on **Tuesday, August 16, 2016** during the Question and Answer session. All questions will be answered during the Mandatory Proposers' Conference or responded to in writing after the Mandatory Proposers' Conference. A recording of the Proposers' Conference that includes the Question and Answer session and the written responses, if any, will be mailed to all Proposers who attend the Mandatory Proposers' Conference.
- 7.2 When asking questions, please specify the RFS section number, paragraph number, page number, and quote the passage that prompted the question. This will ensure that the passage can be found quickly in the RFS.
- 7.3 Questions, either written or oral **WILL NOT** be accepted prior to or after the Mandatory Proposers' Conference. **NO EXCEPTIONS.**

**8.0 MANDATORY LETTER OF INTENT**

- 8.1 Proposers must submit a Mandatory Letter of Intent (Exhibit B) on the agency's letterhead with an original signature from the President/Chief Executive Officer in order to be qualified to submit a Proposal Package for RFS Bid No. DMH072516B1– LGBTQI2-S TAY Prevention Services. An original hard copy of the Mandatory Letter of Intent (Exhibit B) must be delivered to and received by LAC-DMH, Contracts Development and Administration Division, 5th Floor, Room 500 at or before 12:00 noon P.S.T. on **Tuesday, August 23, 2016**, which is five (5) business days (excluding holidays) after the Mandatory Proposers' Conference.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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**The Mandatory Letter of Intent must be addressed to:**

Raymond Chow, Administrative Services Manager III  
Contracts Development and Administration Division  
County of Los Angeles – Department of Mental Health  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020

**Facsimile (fax) or electronic mail (e-mail) copy will NOT be accepted**

8.2 Proposer shall complete the Mandatory Letter of Intent Form (Exhibit B), along with a cover letter on your agency's letterhead that must include the following:

1. Name of Agency;
2. Headquarter Address of Agency;
3. Agency Service Delivery Site location(s), name, address, Supervisorial District(s) and Service Area(s) of site location;
4. Services to be provided; and
5. President/Chief Executive Officer (CEO) contact information
6. Signed by the Agency's President/CEO

8.3 The Mandatory Letter of Intent does NOT obligate an agency to submit a Proposal.

**9.0 SUBMISSION OF PROPOSAL PACKAGES**

9.1 Proposers shall submit Proposal Packages and any related information as follows:

- One (1) Original Proposal Package
- Eight (8) Proposal Package Copies
- One (1) Compact Disk shall include all of the files and related information pertaining to the Proposer's Proposal Package

Proposal Packages must be typewritten, double-spaced, securely bound, identified by the RFS title, and submitted in a sealed package plainly marked in the upper left-hand corner with the name and address of the Proposer.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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Proposal Package shall clearly indicate “**RFS Bid No. DMH072516B1 - LGBTQI2-S TAY Prevention Services**” and shall be delivered or mailed to:

Raymond Chow, Administrative Services Manager III  
Contracts Development and Administration Division  
County of Los Angeles – Department of Mental Health  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020

**DEADLINE FOR SUBMITTING THE PROPOSAL PACKAGE**  
**WEDNESDAY, AUGUST 31, 2016**  
**AT OR BEFORE 12:00 NOON, P.S.T.**

- 9.2 It is the sole responsibility of each Proposer to assure its Proposal Package is delivered to the address shown above before the submission deadline. If Proposers choose to make use of U.S. mail or other delivery services, Proposers shall bear all risks associated with the use of U.S. mail or other delivery service. **LAC-DMH is not responsible in any way for ensuring that Proposal Packages arrive at the correct location before the deadline date, time and/or at a place other than the place specified above for submission.** Any Proposal Packages received after the scheduled closing date and time for receipt of Proposal Packages, as listed above and in Part A – Introduction, Section 1.0 (Request for Services Timeline), will **NOT** be accepted and will be returned to the sender unopened. Please allow sufficient time to submit the Proposal Packages, including the time to locate parking, go through LAC-DMH’s building security clearance process on the first floor (show proper identification and obtain a visitor’s pass) and deliver the Proposal Package to the 5<sup>th</sup> floor- Room 500 - Contracts Development and Administration Division and obtain a receipt at the front desk. **No facsimile (fax) or electronic mail (e-mail) of the Proposal Package will be accepted.**
- 9.3 Any Proposal Package received after the submission deadline shall be returned unopened to the sender and shall NOT be evaluated.
- 9.4 Until the Proposal Package submission deadline, the Proposal Package may be withdrawn or errors in Proposal Packages may be corrected. The Proposal Package may be withdrawn by submitting a written request to withdraw the Proposal Package. A written request must accompany the resubmission of the corrected Proposal Package version before the deadline on **Wednesday, August 31, 2016**. Corrections will not be accepted after the deadline.



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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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**Requests to withdraw the Proposal Package shall be addressed to:**

Raymond Chow, Administrative Services Manager III  
Contracts Development and Administration Division  
County of Los Angeles – Department of Mental Health  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020

**E-mail requests will NOT be accepted.**

**10.0 PROPOSAL PACKAGE FORMATTING REQUIREMENTS****10.1 Formatting Requirements****Objective of Proposal Package Submission**

The objective of the Proposal Package submission is for LAC-DMH to ascertain the Proposer's ability to provide or exceed the required service level.

**Proposal Package Submission Format**

All Proposal Packages must be submitted in the prescribed format. Any Proposal Package that deviates from this format may be rejected without review at the County's sole discretion. In preparing the written Proposal Package, the Proposer shall ensure the following:

**10.1.1 Font**

- The font must be Arial or Univers typeface, 12-point font size and in black ink. No other font size or smaller point size may be used in the Proposal Narrative.

**10.1.2 Page Margins**

- Pages must be standard size (8½" x 11").
- Margins are at least one (1) inch each (left, right, top and bottom).

**10.1.3 Page Numbering**

- The Proposal Narrative must be single-sided and double-spaced.
- Pages must be numbered consecutively from beginning to end so that information can be located easily during a review of the RFS proposal. Do not use suffixes (e.g., 5a, 5b).
- Exhibits shall be labeled and separated from the Proposal Narrative and Budget sections, and the pages shall be numbered to continue the sequence.
- Do not include unnumbered pages.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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**10.1.4 Tables, Charts, Figures, Graphs, Diagrams, and Footnotes**

- Type size in charts, tables, figures, graphs, diagrams, and footnotes will not be considered in determining compliance with font size.
- A smaller type size may be used, but it must be in black ink, readily legible, and follow the font typeface requirement.

**10.1.5 Binding**

- Proposals shall be bound in standard, locking 3-ring notebooks. D-Ring notebooks are not acceptable.
- All parts of the Proposal Package, including the Proposal Narrative, Budget, and all other required forms shall fit in one binder.
- Odd-sized and oversized attachments such as posters will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or compact disks.

10.1.6 The Executive Summary (Exhibit C) shall be completed and included in the Proposal Package.

10.1.7 A Transmittal Letter shall be included in the Proposal Package.

10.1.8 The Proposal Package Narrative **may not exceed a total of 36 pages** (excluding attachments) and must adhere to the page limit specified in each section. Please refer to Part B – Instructions for Submitting Proposal Packages in Section 11.0 (Proposal Package Content) and Section 11.5 (Proposal Package Narrative for RFS Bid No. DMH072516B1 - LGBTQI2-S TAY Prevention Services).

10.1.9 **In preparing the written Proposal Package, the Proposer shall do so in its own words and not copy the language in the RFS.** The Proposer shall ensure that the Proposal Package responds completely and thoroughly to all requirements set forth in this RFS. The objective of the Proposal Package submission is for the County to ascertain the Proposer's ability to meet or exceed the required service level. In addition, specific information is requested from all Proposers to ensure that the Proposal Packages can be fairly compared and evaluated in a standard manner.

10.1.10 Proposer must respond to this RFS in accordance with the specifications for content and sequence set forth in the Proposal Package Format herein below. Failure to adhere to these

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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specifications may be cause for rejection of the Proposal Package. **No correction or re-submission shall be accepted after the Proposal Package deadline.**

- 10.1.11 Only information that is contained in the written Proposal Package will be evaluated. The County reserves the right to waive any irregularity in a submitted Proposal Package.

**11.0 PROPOSAL PACKAGE CONTENT**

**The Proposal Package must follow the subsequent format. Failure to follow this format and sequence order of sections may result in disqualification or a lower Proposal Narrative evaluation score. Proposers will only receive points for responses that are labeled, numbered, and placed in the appropriate section in accordance with the format below. Points will not be awarded to responses that are not numbered, labeled, or are placed in the wrong sections/subsections.**

The content and sequence of the Proposal Package must be as follows:

- ☐ Transmittal Letter
- ☐ Table of Contents
- ☐ Minimum Mandatory Requirements
  - Part A – Introduction, Section 4.5 (**Exhibit I**)
  - Part A – Introduction, Section 4.8 (**Exhibit II**)
  - Part A – Introduction, Section 4.9 (**Exhibit III**)
  - Part A – Introduction, Section 4.10 (**Exhibit IV**)
- ☐ Executive Summary (**Exhibit C**)
- ☐ Proposal Package Narrative for RFS Bid No. DMH072516B1 LGBTQI2-S TAY Prevention Services (Exhibit D). **The Proposal Narrative must follow the following format sequence and shall NOT exceed 36 pages. Failure to follow this format and the sequence in the Proposal Narrative may result in disqualification or a lower Proposal Narrative evaluation score.**
  - ☐ Section A: Proposers' Qualifications
  - ☐ Section B: Proposers' Approach to Providing Required Services
  - ☐ Section C: Staffing Plan
  - ☐ Section D: Quality Management and Data Collection Plan

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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- ☐ Section E: Information Technology, Privacy, and Electronic Security
- ☐ Section F: Green Initiatives
- ☐ Section G: Terms and Conditions in Sample Consultant Services Agreement and/or Requirements of the SOW: Acceptance of/or Exceptions
- ☐ Budget Instructions and Form (**Exhibit E**)
- ☐ Prospective Contractor List of Contracts (**Exhibit H**)
- ☐ Prospective Contractor List of Terminated Contracts (**Exhibit I**)
- ☐ Proposer's Organization Questionnaire – Affidavit (**Exhibit J**)

**All components of the Proposal Package must adhere to the content and sequence requirements listed above**

**11.1 TRANSMITTAL LETTER (limit 1 page)**

The Transmittal Letter must be on the Proposer's letterhead, transmitting the Proposal Package. The Transmittal Letter must include the following:

- Identify the document as a Proposal Package
- State the exact name of the RFS as "RFS Bid No. DMH072516B1 – LGBTQI2-S TAY Prevention Services"
- State the Proposal Package submission date
- State the Proposer's name and Headquarters' Address
- Include President/Chief Executive Officer's contact name, address, telephone, and e-mail address

**11.2 TABLE OF CONTENTS**

The Table of Contents must be a comprehensive listing of materials included in the Proposal Package. This section must include a clear definition of the materials, identified by sequential page numbers and by section reference numbers.

**11.3 MINIMUM MANDATORY REQUIREMENTS**

Proposer must meet the Minimum Mandatory Requirements specified in Part A, Section 4.0 (Minimum Mandatory Requirements to Qualify as a Proposer).

**11.4 EXECUTIVE SUMMARY (Exhibit C, limit 2 pages)**

The Executive Summary (Exhibit C) shall condense and highlight the contents of the Proposer's Proposal Package to provide LAC-DMH with

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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a broad understanding of the Proposer's approach, qualifications experiences, and staffing. Proposer shall place special emphasis on how the proposed scope of work and approach will meet the primary objectives of the program services for the contract resulting from the RFS.

Proposer's Disclosure of Pending Litigation and Judgments: Identify by name, case, and court jurisdiction of any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer. A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer.

**The Executive Summary must also include the signature of the person authorized to bind the Proposer in a contract.**

**11.5 PROPOSAL PACKAGE NARRATIVE FOR RFS BID NO. DMH072516B1 - LGBTQI2-S TAY PREVENTION SERVICES (Exhibit D, limit 36 pages)**

**PLEASE REFER TO EXHIBIT D FOR AN OUTLINE OF DETAILED QUESTIONS TO BE ANSWERED FOR THE NARRATIVE.**

**11.5.1 Section A – Proposers' Qualifications (limit 3 pages, excluding attachments) - 10% (1,000 points)**

**11.5.1.1 Agency's Identification - 5% (500 points)**

Proposer must demonstrate it has experiences providing prevention services (trainings, support groups, community engagements, and mental health care) for LGBTQI2-S TAY, (ages 16-25) population. Proposer must provide a summary of relevant background information to demonstrate that it meets the Minimum Mandatory Requirements as stated in the RFS – Part A – Introduction, Section 4.0 (Minimum Mandatory Requirements to Qualify as a Proposer) and has the capability to perform the required services as described in the SOW, Exhibit A.

**11.5.1.2 Proposer's Performance History - 5% (500 points)**

**A. Letter of References**

Proposer must provide three (3) signed letters of reference from agencies/organizations with whom they have contracts or business arrangements where the required or substantially similar scope of LGBTQI2-S TAY Prevention Services (trainings, support groups, community engagements, and mental health care) were provided within the last three (3) years.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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The letters of reference must indicate categories of service, location, agency (including name and phone number of the agency's contact person for the contract or business arrangement). **LAC-DMH shall not be used as a reference.**

LAC-DMH shall contact the reference to verify each submitted reference and assess the Proposer's performance history and ability to provide the required LGBTQI2-S TAY Prevention Services for the TAY population, ages 16-25. The responses from the reference checks shall be scored as part of RFS - Exhibit D (Proposal Package Narrative for LGBTQI2-S TAY Prevention Services) Section A, Proposers' Qualifications. It is the Proposer's sole responsibility to ensure that the reference's agency name and the name, title, and phone number for each contact person are accurate. Reference letters must include the name of one alternate person who can be contacted in lieu of the primary person. This individual should be prepared to provide information about the Proposers' qualifications.

LAC-DMH shall award no points to Proposer for that specific reference if:

1. References fail to substantiate Proposer's description of the services provided; or
2. LAC-DMH is unable to reach the point of contact with reasonable effort.

**B. County's Contract Database and Contractor Alert Reporting Database**

In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database (CARD), if applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to 100% of the total 500 points awarded in the Proposer's Performance History category, Section 11.5.1.2.

**11.5.2 Section B – Proposer's Approach to Providing Required Services (limit 24 pages, excluding attachments) - 62% (6,200 points)**

Proposer must describe the program design and methodology that they will use to meet the contract work requirements as described in detail in the SOW (Exhibit A).

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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**11.5.3 Section C – Staffing Plan (limit 4 pages, excluding attachments) - 6% (600 points)**

Proposer must provide a detailed staffing plan that will ensure full compliance with the contract's requirements and the Proposer's stated methodology of providing LGBTQI2-S TAY Prevention Services. The staffing plan must be supported by and consistent with the Proposer's budgeted costs.

**11.5.4 Section D – Quality Management and Data Collection Plan (limit 3 pages, excluding attachments) - 8% (800 points)**

Proposer must establish and utilize a comprehensive Quality Management and Data Collection Plan to ensure a consistently high level of service throughout the term of the contract. Revisions to the plan shall be submitted as changes occur during the term of the contract. Proposers must demonstrate the ability to collect, manage, and submit data and reports as directed by LAC-DMH's Program Manager.

**11.5.5 Section E – Information Technology, Privacy, and Electronic Security (limit 1 pages, excluding attachments - 3% (300 points)**

Proposer must describe their data warehousing and electronic transaction procedures to demonstrate compliance with Health Information Portability and Accountability Act (HIPAA).

**11.5.6 Section F - Green Initiatives (limit 1 page excluding attachments) - 1% (100 points)**

The Proposer shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. The Proposer shall present a brief description of the proposed plan. Proposer shall notify the LAC-DMH Project Manager of Contractor's "new" green initiatives prior to the contract commencement.

**11.5.7 Section G: Terms and Conditions in Sample Consultant Services Agreement and/or Requirements of the SOW: Acceptance of/or Exceptions (N/A page limit)**

- A. It is the duty of every Proposer to thoroughly review the RFS – Exhibit F (Sample Consultant Services Agreement) and RFS – Exhibit A, SOW to ensure compliance with all terms, conditions and requirements. It is the County's expectation that in submitting a Proposal Package, the Proposers will accept, as stated, the County's terms and conditions in the RFS – Exhibit F (Sample Consultant Services Agreement) and the requirements in the RFS – Exhibit A, SOW.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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However, the Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements.

B. Section G of Proposer's response must include:

1. A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Exhibit F (Sample Consultant Services Agreement).
2. A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Exhibit A, SOW; and

For each exception, the Proposer shall provide:

1. An explanation of the reason(s) for the exception;
2. The proposed alternative language; and
3. A description of the impact, if any, to the Proposer's price.

C. Indicate all exceptions to the Sample Consultant Services Agreement (Exhibit F) and/or the RFS – Exhibit A, SOW by providing a 'red-lined' version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

The County may deduct rating points up to a maximum of **500 points** or disqualify the Proposal Package in its entirety if the exceptions are material enough to deem the Proposal Package non-responsive.

The County reserves the right to determine if Proposers' exceptions are material enough to deem the Proposal Package non-responsive and not subject to further evaluation. The County reserves the right to make changes to the RFS Sample Consultant Services Agreement (Exhibit F) and its attachments at its sole discretion.

11.6 **BUDGET INSTRUCTIONS AND FORM (EXHIBIT E) 10% (1,000 points)**

**PART A – BUDGET FORM - 10% (1,000 points)**

The Budget Form must be completed as detailed in the Budget Instructions and Form (Exhibit E). Each required item must be completed in the Budget Form, and a justification for the cost must be detailed in the Budget Narrative. The dollar amount requested cannot exceed the



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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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maximum total budgeted amount described in the RFS. **Indirect costs shall not exceed 15% of total cost.**

**11.7 Prospective Contractor List of Contracts (Exhibit H)**

The listing must include contracts with all Public Entities for the last three (3) years. Use additional sheets if necessary.

**11.8 Prospective Contractor List of Terminated Contracts (Exhibit I)**

Listing must include contracts terminated within the past three (3) years with reasons for termination.

**11.9 Proposer's Organization Questionnaire – Affidavit (Exhibit J)**

Notification to County of Pending Acquisitions-Mergers by Proposing Company: Proposer shall notify the County of any pending acquisitions-mergers of their company. This information shall be provided by the Proposer on Required Proposer's Organization Questionnaire – Affidavit (Exhibit J) Form. Failure of the Proposer to provide this information may eliminate its Proposal Package from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Exhibit J – Proposer's Organization Questionnaire – Affidavit during the pendency of this RFS by providing a revised Exhibit J – Proposer's Organization Questionnaire- Affidavit to the County upon the occurrence of any event giving rise to a change in its previously reported information.

**12.0 PROTEST POLICY REVIEW PROCESS**

**12.1 REVIEW OF REQUIREMENTS**

Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 13.0 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the sections below. Under any such review, it is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a solicitation or a proposed contract award, as the case may be.

**12.2 NO OBLIGATION TO DELAY OR POSTPONE AWARD OF CONTRACT**

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a Proposer's protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

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**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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**12.3 GROUNDINGS FOR REVIEW**

Unless State, Federal, or County statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 are limited to the following:

- Solicitation Requirements Review (Part B – Instructions for Submitting Proposal Packages, Section 13.0)
- Disqualification Review (Part C - Selection Process and Evaluation Criteria, Section 7.0)
- Department's Proposed Contractor Selection Review (Part C - Selection Process and Evaluation Criteria, Section 8.0)

**13.0 SOLICITATION REQUIREMENTS REVIEW**

Any person or entity may seek a RFS Solicitation Requirements Review by submitting Exhibit G (Transmittal Form to Request a RFS Solicitation Requirements Review) to the Department conducting the solicitation, as described in this Section. A request for a Solicitation Requirements Review may be denied, at the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a RFS Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a RFS Solicitation Requirements Review includes documentation which demonstrates the underlying ability of the person or entity to submit a Proposal Package;
3. The request for a RFS Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a RFS Solicitation Requirements Review asserts at least one of the following:
  - a. Application of the minimum requirements, evaluation criteria, and/or business requirements unfairly disadvantages the person or entity; or;
  - b. Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.
5. The Transmittal Form to Request for a RFS Solicitation Requirements Review (Exhibit G) shall be completed and the Department's determination shall be provided to the requesting person or entity in writing, within a reasonable time prior to the Proposal Package due date.

**PART B – INSTRUCTIONS FOR SUBMITTING PROPOSAL PACKAGES**

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All Requests for a RFS Solicitation Requirements Review (Exhibit G) shall be submitted to:

Raymond Chow, Administrative Services Manager III  
Contracts Development and Administration Division  
County of Los Angeles – Department of Mental Health  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020

**Facsimile (fax) or electronic mail (e-mail) of the request for a RFS Solicitation Requirements Review (Exhibit G) will NOT be accepted.**

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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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**1.0 SELECTION PROCESS**

The County reserves the sole right to judge the contents of the Proposal Package submitted pursuant to this RFS and to review, evaluate, and select the successful Proposal Package(s). The County may utilize the services of appropriate personnel to assist in the evaluation of the Proposal Packages. The Selection Review Committee will evaluate the Proposal Packages and will use the evaluation approach described herein to recommend Proposers. The Selection Review Committee shall evaluate and rank all Proposal Packages and will notify LAC-DMH of the results of the evaluation of the Proposal Packages.

After the prospective Consultant(s) has been selected, the County and the prospective Consultant(s) will negotiate a Contract. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a Proposal Package, as determined by the County.

The recommendation to award a Consultant Services Agreement will not bind the Board of Supervisors to award a Contract to the prospective Consultant(s). The County retains the right to select a Proposer other than the Proposal Package receiving the highest number of points if County determines, in its sole discretion, if another Proposal Package is the overall most qualified, cost-effective, responsive, responsible, and in the best interests of the County.

**2.0 ADHERENCE TO MINIMUM MANDATORY REQUIREMENTS (PASS/FAIL)**

A Proposal Package must demonstrate the Proposer meets the Minimum Mandatory Requirements outlined in Part A - Introduction, Section 4.0 (Minimum Mandatory Requirements to Qualify as a Proposer), and Part B - Instructions for Submitting Proposal Packages. There will be a thorough review of the Proposer's qualifications to determine if the Proposer meets the Minimum Mandatory Requirements. Failure of the Proposer to comply with or meet the Minimum Mandatory Requirements shall eliminate the Proposer from any further consideration.

**3.0 ADHERENCE TO FORMAT (PASS/FAIL)**

A Proposal Package must adhere to the specific format outlined in Part B – Instruction for Submitting Proposal Packages, Section 10.0 (Proposal Package Formatting Requirements). Each section must be specifically labeled and in the same order as specified in Part B – Instructions for Submitting Proposal Packages, Section 11.0 (Proposal Package Content). Failure of the Proposer to adhere to this format may eliminate the Proposal Package from any further consideration, as determined by the County's sole judgment. The County may

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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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elect to waive an immaterial variance in a submitted Proposal Package if the sum and substance of the Proposal Package is present, as determined by the County's sole judgment. All Proposal Packages demonstrating that the Proposer meets the Minimum Mandatory Requirements to qualify as a Proposer and meet Proposal Package format requirements will be evaluated pursuant to this RFS, Part C – Selection Process and Evaluation Criteria, Section 4.0 (Proposal Packages and Evaluation Criteria).

**4.0 PROPOSAL PACKAGES AND EVALUATION CRITERIA**

- 4.1 All Proposal Packages successfully passing the requirements described in Part C, Sections 2.0 and 3.0 (Adherence to Minimum Mandatory Requirements and Adherence to Format), will be evaluated based on the criteria listed below. All Proposal Packages will receive a composite score and will be ranked in numerical sequence from high to low. The Selection Review Committee may utilize the services of appropriate experts to assist in this evaluation. The Selection Review Committee may also, at its option, request additional clarification from Proposers and/or invite Proposers being evaluated to make a verbal presentation to the Selection Review Committee and/or conduct on-site visits to the Proposer's existing operations, if appropriate.
- 4.2 The scoring of Proposal Packages will be done by a Selection Review Committee. The Proposal Packages with the highest scores will be recommended for funding. The number of points after each of the following headings indicates the maximum number of points the Review Committee may assign to that section of the Proposal Narrative and Budget Instructions and Form.
  - 4.2.1 The Budget Form and Narrative portion of the RFS will be rated only on the basis of "Pass" or "Fail." If this section is graded as "Pass," the entire 1,000 points will be given. If it is graded as "Fail," no points will be given.
- 4.3 The total number of points that can be earned is **10,000**. Any review conducted during the evaluation of the Proposal Package may result in a point reduction.

**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

- 4.4 The weighted evaluation criteria and their respective percentage points are as follows:

<b><u>Scoring Category</u></b>	<b><u>Maximum Points</u></b>	
	<b>Maximum Points</b>	<b>% of Points</b>
Section A – Proposers’ Qualifications (3 pages) ➤ Agency’s Identification ➤ Proposer’s Performance History	<b>1,000</b>	<b>10%</b>
Section B – Proposers’ Approach to Providing Required Services (24 pages)	<b>6,200</b>	<b>62%</b>
Section C – Staffing Plan (4 pages)	<b>600</b>	<b>6%</b>
Section D – Quality Management and Data Collection Plans (3 pages)	<b>800</b>	<b>8%</b>
Section E – Information Technology, Privacy, and Electronic Security (1 page)	<b>300</b>	<b>3%</b>
Section F – Green Initiatives (1 page)	<b>100</b>	<b>1%</b>
Section G – Terms and Conditions in Sample Consultant Services Agreement and/or Requirements of the SOW: Acceptance of/or Exceptions (N/A page limit)	<b>See footnote (*)</b>	<b>See footnote (*)</b>
Budget Instructions and Form (Exhibit E)	<b>1,000</b>	<b>10%</b>
<b><u>TOTAL</u></b>	<b><u>10,000</u></b>	<b><u>100%</u></b>
* The County may deduct rating points up to a maximum of <b>500</b> points or disqualify the Proposal Package in its entirety if the exceptions are material enough to deem the Proposal non-responsive.		

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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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**5.0 EXCEPTION TO TERMS AND CONDITIONS OF SAMPLE CONSULTANT SERVICES AGREEMENT AND/OR REQUIREMENTS OF THE STATEMENT OF WORK**

Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in the RFS, Exhibit F (Sample Consultant Services Agreement) and the requirements outlined in the RFS, Exhibit A (Statement of Work). The County may deduct rating points up to a **maximum of 500 points** or disqualify the Proposal Package in its entirety if the exceptions are material enough to deem the Proposal Package non-responsive.

Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a Contract.

**6.0 NOTIFICATION OF AWARD OF AGREEMENT/FINAL CONTRACT AWARD BY THE BOARD OF SUPERVISORS**

- 6.1 After the evaluation of the Proposal Packages and final consideration of all pertinent information available, all Proposers will be notified in writing of the results of their evaluation. The notice shall not create rights, interests, or claims of entitlement for any of the Proposers.
- 6.2 Selected Proposers will be recommended by the Acting Director to enter into the Consultant Services Agreement resulting from this RFS.
- 6.3 The County will notify all Proposers of the County's final selections. The notice shall not create rights, interests, or claims of entitlement for the resulting selected Proposers.
- 6.4 The selected Proposers must be prepared to enter into a Consultant Services Agreement with the County that is substantially similar to the RFS, Exhibit F (Sample Consultant Services Agreement). Notwithstanding, the County reserves the right to revise and/or add terms and conditions, deemed to be in the best interest of the County, prior to execution of the Consultant Services Agreement.
- 6.5 Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a Proposal and the terms of any resultant agreement, and to determine which Proposal best serves the interest of the County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award or not award a contract.

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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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**7.0 DISQUALIFICATION REVIEW**

- 7.1 A Proposal Package may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines a Proposal Package is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing.
- 7.2 Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.
- 7.3 A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:
- 7.3.1 The person or entity requesting a Disqualification Review is a Proposer;
- 7.3.2 The request for a Disqualification Review is submitted in a timely manner (i.e. by the date and time specified in the written determination); and
- 7.3.3 The request for a Disqualification Review asserts the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted, as well as copies of all documents and other material that support the assertions.
- 7.4 The Disqualification Review shall be completed and the determination shall be provided to the requesting Proposer in writing prior to the conclusion of the evaluation process.

**8.0 DEPARTMENT'S PROPOSED CONTRACTOR SELECTION REVIEW****8.1 Departmental Debriefing Process**

Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response.



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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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Because contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Section 8.2 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

## **8.2 Proposed Contractor Selection Review**

Any Proposer submitting a notice of its intent to request a Proposed Contractor Selection Review in a timely manner as described in this section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
2. The request for a Proposed Contractor Selection Review is submitted in a timely manner (i.e. by the date and time specified by LAC-DMH);
3. The person or entity requesting a Proposed Contractor Selection Review asserts, in appropriate detail with factual reasons, one or more of the following grounds for review:
  - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
    - i. Failure to correctly apply the standards for reviewing the Proposal Package format requirements.
    - ii. Failure to correctly apply the standards and/or follow the prescribed methods for evaluating the Proposal Packages specified in the solicitation document.
    - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.

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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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- b. The Department made identifiable mathematical or other errors in evaluating the Proposal Package, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
  - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
  - d. Another basis for review as provided by State or Federal law.
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive, and responsible bid or the highest-scored Proposal Package, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a County Independent Review Process (see Section 9.0 below).

**9.0 COUNTY INDEPENDENT REVIEW**

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 1. The person or entity requesting a County Independent Review is a Proposer;
- 2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
- 3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate

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**PART C – SELECTION PROCESS AND EVALUATION CRITERIA**

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grounds for requesting a Proposed Contractor Selection Review as listed in Section 8.2 above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the Proposer.

**10.0 NOTICE TO PROPOSERS REGARDING THE PUBLIC RECORDS ACT**

- 10.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer's Proposal Package will become a matter of public record when 1) contract negotiations are complete; 2) LAC-DMH receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and 3) LAC-DMH releases a copy of the recommended Proposer's Proposal Package in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055.

Notwithstanding the above, absent extraordinary circumstances, all Proposal Packages will become a matter of public record when the Department's Proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all Proposal Packages that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

- 10.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the Proposal Package as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective Proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**
- 10.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Proposal Package marked "confidential," "trade secrets," or "proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.